



State of Delaware
Office of Management and Budget
122 William Penn Street, Suite 101
Dover, DE 19901
(302) 739-3613

Posting #10-06-05

ASSOCIATE FISCAL & POLICY ANALYST

Opening Date: February 13, 2006

Closing Date: February 28, 2006

A Vacancy Exists

Salary Range: \$41,139 - \$51,424 (Minimum – Midpoint) Pay Grade 15

Recruiting For: Budget Development, Planning & Administration

Location: Kent County (Please check this county on your application) Haslet Armory, 122 William Penn Street, Dover, DE

Summary Statement: This is fiscal planning and management analysis work involved in guiding and supporting agencies in the creation of strategic plans, the estimation of resources required through tactical planning periods and the formulation of operating budgets. Work includes management, organizational and fiscal analysis of current agency or program status.

Career Ladder: Upon satisfactory completion of Department promotional standards and minimum qualifications, employee will be eligible to be promoted to the next level.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Knowledge of budgetary formulation and financial planning systems either accounting and/or budgetary. Applicants should list all applicable undergraduate coursework in accounting, financial analysis, financial management, governmental budgetary or economics.
[Applicants should detail all related experience in analysis of fiscal and management problems, cost determination studies, financial statements or budgetary recommendations. Experience in budgetary and accounting with a governmental agency is also qualifying.]

2. Knowledge of public policy formulation and evaluation. Applicants should have coursework and/or experience in political science, public policy, or social policy and programs. [Applicants should list all applicable coursework, training and/or experience in public policy administration, formulation and evaluation.]
3. Ability to develop, review and analyze public policies and issues and monitor fiscal and/or policy activities regarding revenue and expenditures. [Applicants should detail all related coursework and experience in the political sciences, public and/or social policy and programs to include experience reviewing and analyzing legislation to determine fiscal and organizational impact.]
4. Knowledge of basic statistical and comparative analysis. [Applicants should list all related undergraduate coursework in basic statistics including measures of central tendency, measures of dispersion and correlational analysis and detail all related experience in statistical and comparative analysis.]

Examination: This application is evaluated based upon a rating of training and experience.

Essential Functions:

- Analyzes, recommends and monitors fiscal activities with regard to revenue and expenditures, program initiatives, performance and trends within assigned agencies.
- Provides budgetary and programmatic expertise to agency heads, fiscal officers, the Legislature, and the Governor.
- Reviews and analyzes preliminary budget data in preparation of budget targets and assists agencies in their interpretation and implementation of budget guidelines and policies.
- Reviews and analyzes legislation to determine fiscal and organizational impact.
- Reviews and analyzes requests for federal funds prior to being submitted to the Clearinghouse Committee.
- Conducts special studies.
- Plans, develops, implements and monitors public budgetary policy.
- Evaluates and makes recommendations regarding strategic plans for budgetary programs throughout state government.
- Work is performed under the general direction of the Chief of Fiscal and Policy Analysis.
- Assists in planning and budgeting policy formulation and helps develop programs, procedures and practices in support of planning/budgeting preparation.

- Contacts include agency heads and staff, other analysts, legislative members and staff, and ranking members of the Executive Department.

License, Registrations and Certifications: Possession of a valid driver's license as issued by the Division of Motor Vehicles, State of Delaware at time of appointment and during tenure in the class as required.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com/postings (applications will be routed automatically to the recruiting agency).
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

OFFICE OF MANAGEMENT AND BUDGET, Management Services, Personnel Office, Haslet Armory, 122 William Penn Street, Suite 101, Dover, DE 19901. For additional information contact the OMB Personnel Office at (302) 739-3613; Fax (302) 739-1181.

HUMAN RESOURCE MANAGEMENT, Haslet Armory, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

HUMAN RESOURCE MANAGEMENT, Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer